



BALTIMORE COUNTY  
OFFICE OF CENTRAL SERVICES  
Records Management Division

SCHEDULE NO.

C- 804

PAGE NO.

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RECORDS RETENTION AND DISPOSAL SCHEDULE

POLICE DEPARTMENT

EMPLOYMENT DIVISION

AGENCY

DIVISION

ITEM NO.	DESCRIPTION	RETENTION
1.	<p><b><u>EMPLOYEE'S - PRE-EMPLOYMENT BACKGROUND INVESTIGATION</u></b></p> <p>These original letter size files are arranged alphabetically by employee name and include sworn and civilian employees. They are restricted by S.O.P. #89-02 Confidentiality and Security of Applicant Records Act to Employment Division Personnel for employment purposes only. These files are not duplicated in any other agency or office.</p>	<p>Retain in Employment Division for duration of employment and upon termination of employment due to retirement, transfer from Department, resignation, or termination send to Record Center for ten (10) years, then destroy.</p>
2.	<p><b><u>NON-SELECTED APPLICANTS PRE-EMPLOYMENT BACKGROUND INVESTIGATION</u></b></p> <p>These original letter size files are arranged alphabetically by applicant name and include all non-selected applicants. They are restricted by S.O.P. #89-2 - Confidentiality and Security of Applicant Records act to Employment Division Personnel for employment purposes only. These files are not duplicated in any other agency or office.</p>	<p>Retain in the Employment Division for five (5) years from date of last application, then destroy.</p>

SCHEDULE APPROVED BY  
RECORDS MANAGEMENT OFFICER

9/15/97 Sirald A. Lurel  
DATE SIGNATURE

SCHEDULE APPROVED BY  
COUNTY ADMINISTRATIVE OFFICER

9/18/97 Robin R. Churchill  
DATE SIGNATURE

SCHEDULE APPROVED BY  
AGENCY, OR DIVISION REPRESENTATIVE

9/11/96 [Signature] #1095  
DATE SIGNATURE

SCHEDULE APPROVED BY  
STATE ARCHIVIST

OCT 10 1997 Edward C. Papenfuss  
DATE SIGNATURE



**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(CONTINUATION SHEET)

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ITEM NO.	DESCRIPTION	RETENTION
3.	<b><u>CURRENT APPLICANT - PRE-EMPLOYMENT BACKGROUND INVESTIGATION</u></b> These original letter size files are arranged alphabetically by applicant name and include all current applicants. They are restricted by S.O.P. #89-2 - Confidentiality and Security of Applicant Records to Employment Division Personnel for employment purposes only. These files are not duplicated in any other agency or office.	Retain in the Employment Division for the duration of the investigation. Upon determination of hire or non-selection, transfer to appropriate record series (#1 or 2.).
4.	<b><u>GENERAL CORRESPONDENCE</u></b> Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies and other materials related to the administration of the agency.	Screen annually and destroy that material no longer needed for current business.  Directives, policies and other material related to the planning and policy that illustrate the development of the agency, retain permanently for eventual transfer to the Archives.
5.	<b><u>UNOFFICIAL PERSONNEL FILES</u></b> Files contain information on current employees. Files may contain but are not limited to copies of applications, annual reviews, reprimands and disciplinary actions, awards, doctor slips, accident reports, resumes, etc.	Screen annually and destroy that material no longer needed for current reference. Retain remaining items for two (2) years after termination, then destroy.
6.	<b><u>LEAVE AND TIME SHEETS</u></b> This file contains office copies of employees annual leave and daily time recordings.	Retain for one (1) year, then destroy.
7.	<b><u>BUDGET RECORDS</u></b> Annual Budget Submissions Monthly Budget printouts Workpapers	Retain annual submissions for five (5) years, then destroy. Retain all other papers for two (2) years, then destroy.



**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
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ITEM NO.	DESCRIPTION	RETENTION
8.	<b><u>GENERAL ACCOUNTING RECORDS</u></b> Files contain office copies of Goods Received Memoranda, billing invoices, expense/travel reports, requisitions, petty cash vouchers, mileage reports, direct payment forms, paid bills, ticket books, purchase orders, deposit slips, receipt books, etc.	Retain for three (3) years, then destroy.
9.	<b><u>SPECIAL ACCOUNTING RECORDS</u></b> Audit REports (Internal or external, financial or program).	Retain one (1) copy permanently for eventual transfer to the State Archives.
10.	<b><u>FIXED ASSETS FILE</u></b> Fixed asset printouts (including vehicles) IRA forms (office copy) Lost/stolen forms (office copy) Surplus forms (office copy) Transfer forms (office copy)	Retain fixed asset Printout for one (1) year, then destroy. Retain all other completed forms for three (3) years, then destroy.
11.	<b><u>PUBLICATION HISTORY FILE</u></b> This file contains one (1) copy of each pulbication produced by the agency.	Retain permanently for eventual transfer to the State Archives.